



JOINT FORCE HEADQUARTERS WISCONSIN

**WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111**

Job Opportunity Number 04-089

WISCONSIN ARMY NATIONAL GUARD

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE 22 June 2004	CLOSING DATE: 6 July 2004
POSITION: Lead Accounting Tech, Position Description Control Number N0021, GS-0525-8	LOCATION: USPFO for WI, Camp Douglas, WI
SALARY RANGE: GS-8, \$37,897 to \$49,268 annually	TYPE OF APPOINTMENT: Competitive

Also on our web site at: <http://dma.wi.gov/tech.asp>

This position is open only to an on-board non-dual status employee currently employed in the Wisconsin National Guard. Must be a U.S. citizen. Employees will be requested to participate in direct deposit/electronic fund transfer (DD/EFT):

REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS: The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*****INSTRUCTIONS FOR APPLYING - Please read this before you submit your application*****

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

(Incomplete applications will not be accepted)

- ? Job Opportunity Number
- ? Social Security Number, Country of membership
- ? Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- ? Highest Federal Civilian grade held (include job series and date held).
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- ? Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.
- ? Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- ? If you list acronyms please explain in detail what they are.
- ? Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached.
- ? Separate applications are required if applying for more than one Job Opportunity Announcement.
- ? Applicants should also submit DMA Form 181 or Standard Form 181.
- ? Applicants may submit DMA Form 20 and/or 21 to document military schools and address KSAs.

In order to be found qualified, applicants need to be able to show how they possess the General and Specialized experience requirements. Failure to demonstrate these experience requirements may result in disqualification. AFSC/MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.

HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION: 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be

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considered. **2.** Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. **3.** Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. **4.** DD Form(s) 214 (if applicable) should be attached to the application. **5.** Veterans preference does not apply to positions in this agency.

PRIOR TO APPOINTMENT SELECTED INDIVIDUAL MUST COMPLETE AND PASS A PREPLACEMENT PHYSICAL

Information should be sent to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, for registered or priority mail please send to the attention of the Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service; otherwise they cannot be employed. *When circumstances may cause your application to arrive after the closing date you may fax or e-mail an exact and complete, signed copy of your application to the HRO. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Applications must be mailed at the applicant's own expense. Any questions may be directed to the Personnel Staffing Specialist at (608) 242-3722 or DSN 724-3722. Or Fax (608) 242-3726 or DSN 724-3726.*

REQUIRED QUALIFICATIONS

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.* **General Experience:** Administrative or clerical experience education or training which demonstrates the applicant's ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information. **Specialized Experience:** Must have **GS-8:** Eighteen (18) months:

- a. Knowledge of a variety of accounting regulations, practices, procedures and policies related to the payment and account reconciliation for all programs and accounts maintained and monitored.
- b. Knowledge of total accounting system-covering operations, which involve a large number of different programs, thus, generating a variety of transactions to maintain the general ledger or summary cost accounts.
- c. Knowledge of the computer master file to facilitate correction of detected errors and to make changes and modifications to obligations, collections, disbursements, and interfund transactions.
- d. Knowledge and understanding how to lead others in the performance of their work and must understand how to administer the workload and ensure subordinates are performing at the required level to accomplish the work.

Substitution of Education for Specialized Experience: High School graduate or the equivalent may be substituted for 3 months of specialized experience. Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above, and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

Brief Description of Duties and Responsibilities: Distributes and administers the workload among employees primarily working at the GS-7 level. Estimates and reports on status and expected completion time of work. Performs spot checks of work and discusses errors with employees and amends or rejects work not meeting standards. Maintains current knowledge and answers questions on all procedures, policies and directives. Provides on-the-job training and prepares training material. Incumbent reports to supervisor on performance, progress and training needs of employees, and on disciplinary problems. Assists supervisor in evaluating employee performance. Approves leave for a few hours or for emergencies. Reviews and analyzes a variety of reports in each of the pay disciplines to determine the overall effectiveness of the Pay Entitlements section of the Comptroller Division. Prepares new or revised operating instructions. Acts as liaison between Defense Finance & Accounting Services (DFAS), Operating Locations (OPLOC), and other higher headquarters regarding sensitive and unusual issues. Resolves any unusual situations, doing all related research and making any necessary contacts. Conveys these solutions to all pay entitlements personnel through on-going on-the-job training.

Benefits Available: The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, and 10 paid Holidays.

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DISTRIBUTION: E , S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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